



FEMA

POSITION TASK BOOK FOR THE POSITION OF

**National Qualification System
LOGISTICS SECTION CHIEF (TYPE 1)**

LOGISTICS SECTION CHIEF (TYPE 1)

1. Competency: Assume position responsibilities

Description: Successfully assume the role of Logistics Section Chief and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Obtain information relevant to position assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Obtain and review necessary documentation: <ul style="list-style-type: none"> ● Copy of Delegation of Authority, Letter of Expectation, Letter of Agreement or Memorandum of Understanding (MOU) ● Applicable plans and reports ● Directories: phone, notification ● Written incident status summary ● Authorizations: cell phones, rental vehicles, computers 	E, F, I		
2. Receive briefing from Incident Commander (IC) or outgoing Logistics Section Chief: <ul style="list-style-type: none"> ● Meetings and briefings schedule ● Situational assessment ● Incident objectives ● Strategy ● Hazards to incident personnel and public ● Agencies/jurisdictions involved ● Organizational structure ● Resources summary ● Logistical needs ● Ordering procedures ● Incident priorities and status: life safety, incident stabilization, property and environment ● Timing and scheduling ● Expected products 	E, F, I		

1b. Behavior: Establish or determine organizational structure, resource and staffing needs

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Evaluate staffing needs required to manage the section: <ul style="list-style-type: none"> ● Ensure consistency with National Incident Management System (NIMS) organizational structure ● Identify training opportunities ● Ensure use of established procedures for ordering resources ● Request appropriate technical specialists to assist with special incident conditions 	E, F, I		
4. Utilize section personnel: <ul style="list-style-type: none"> ● Establish appropriate organization and assign roles and responsibilities, while maintaining span of control 	E, F, I		

5. Work closely with Operations Section personnel to identify kind, type and number of resources required to achieve section objectives: <ul style="list-style-type: none"> ● Consider incident type and complexity, kinds and types of resources, resource availability and health and safety factors ● Consider long-range and contingency plans and identify potential future resources 	E, F, I		
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1c. Behavior: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
6. Arrive properly equipped at designated time and location and check in according to agency/organization guidelines: <ul style="list-style-type: none"> ● Arrive with go-kit and any additional equipment ● Carry out check-in procedures and ensure assigned personnel do the same 	E, F, I		
7. Obtain complete incident and logistical information: <ul style="list-style-type: none"> ● Incident name, number, anticipated duration, size, type, responsibilities and expectations ● Reporting time and location ● Transportation arrangements and travel routes ● Contact procedures during travel (telephone/radio) ● Expected working conditions ● Personal Protective Equipment (PPE) ● Security measures ● Updated contact information and information links 	E, F, I		
8. Obtain, assemble and prepare information and materials for go-kit. The kit should contain critical items for the assignment and be easily transportable: <ul style="list-style-type: none"> ● Supplies: <ul style="list-style-type: none"> ○ Office supplies appropriate to the function ○ Authority Having Jurisdiction (AHJ) identification badge and qualification card ● Reference materials: <ul style="list-style-type: none"> ○ Functional guidelines relative to incident type (agency guidance or other functional guidelines) ○ AHJ operations guides or other operational guides ○ Position manuals ● Forms: <ul style="list-style-type: none"> ○ Agency-specific forms appropriate to the function 	E, F, I		

2. Competency: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

2a. Behavior: Ensure the exchange of relevant information during briefings

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
9. Lead staff briefings and debriefings.	E, F, I		
10. Prepare for and participate in briefings: <ul style="list-style-type: none"> • Ensure briefings are accurate, timely and include appropriate personnel • Brief external support organizations • Share and evaluate information 	E, F, I		

3. Competency: Lead assigned personnel

Description: Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

3a. Behavior: Model leadership values and principles

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
11. Create a positive work environment: <ul style="list-style-type: none"> • Communicate leader's intent and guidance • Manage section and its activities effectively • Proactively assume responsibility for the section and initiate action 	E, F, I		
12. Establish and maintain positive interpersonal and interagency working relationships: <ul style="list-style-type: none"> • Understand scope, roles, responsibilities, jurisdiction and authority of responding agencies 	E, F, I		
13. Exhibit principles of duty, respect and integrity as a leader.	E, F, I		
14. Understand and comply with NIMS/Incident Command System (ICS) concepts and principles: <ul style="list-style-type: none"> • Establish and modify an effective organization based on changing incident and resource conditions • Maintain appropriate span of control • Act as a representative of incident leadership 	E, F, I		

3b. Behavior: Communicate incident priorities and supervise personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
15. Communicate with assigned personnel: <ul style="list-style-type: none"> • Communicate priorities, objectives, strategies and any changes • Inform personnel of their assigned tasks and expectations • Clearly explain conflict resolution procedures and ensure that personnel understand • Ensure that assigned objectives and expectations for the operational period are reasonable and accurate 	E, F, I		
16. Ensure debriefings occur and participate as necessary: <ul style="list-style-type: none"> • Ensure incident situation status information is current and complete 	E, F, I		
17. Ensure that staff follows all applicable agency/jurisdiction policies, contracts, standard operating procedures and agreements: <ul style="list-style-type: none"> • Federal, state, local, tribal, territorial and regional relationships, as appropriate • Roles and responsibilities of potential responder agencies • Scope, jurisdiction and authority of potential responder agencies' contingency plans 	E, F, I		
18. Supervise and hold personnel accountable for executing assigned tasks: <ul style="list-style-type: none"> • Identify and promptly resolve disagreements, issues and misunderstandings • Prioritize work while considering immediate support for incident operations 	E, F, I		

3c. Behavior: Ensure the health, safety, welfare and accountability of assigned personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
19. Demonstrate knowledge of and comply with relevant health and safety requirements: <ul style="list-style-type: none"> • Direct and oversee section operations to ensure compliance with health and safety considerations and guidelines • Coordinate with the Safety Officer to ensure that assigned personnel follow safety guidelines 	E, F, I		
20. Evaluate mental and physical fatigue of assigned personnel: <ul style="list-style-type: none"> • Ensure adequate rest is provided to section personnel 	E, F, I		
21. Recognize potentially hazardous situations, inform assigned personnel of hazards and take precautions to mitigate risk: <ul style="list-style-type: none"> • Adjust operations in response to hazards, weather and other relevant events 	E, F, I		
22. Report or explain the procedures for reporting unexpected occurrences, such as fire, death, injury, illness, exposure to pathogens or hazardous materials (HAZMAT), accident, political contact or property loss or damage: <ul style="list-style-type: none"> • Ensure report contains nature of event, location, magnitude, personnel involved and initial action taken (such as helicopter picking up injured or an appropriate subsequent action) • Ensure the protection of Personally Identifiable Information (PII) while reporting • Obtain information from the following sources regarding special hazards, threats or unexpected occurrences: subordinates, personal observation, other incident personnel and off-incident personnel 	E, F, I		

3d. Behavior: Identify opportunities and meet requirements to provide equal access and reasonable accommodation in all activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
23. Demonstrate the ability to assess and monitor for physical access, programmatic access and effective communications access.	E, F, I, J		
24. Demonstrate the ability to identify opportunities for universal accessibility.	E, F, I, J		
25. Provide equal access, disability accommodations and access and functional needs (AFN) accommodations.	E, F, I, J		

4. Competency: Conduct operations and ensure completion of assigned tasks

Description: Identify, analyze and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established time frame.

4a. Behavior: Set the section priorities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
26. Analyze work assignments and staffing levels to ensure achievement of section objectives.			
27. Attend and participate in strategy meetings as necessary: <ul style="list-style-type: none"> ● Assess organizational needs ● Identify additional resource needs ● Identify critical factors to ensure section success ● Prioritize incident and section objectives 	E, F, I		
28. Disseminate priorities and expected completion timelines to staff.	E, F, I		
29. Hold staff accountable for communicated priorities and deadlines.	E, F, I		

4b. Behavior: Develop and implement plans

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
30. Approve completed plans: <ul style="list-style-type: none"> ● Ensure plans are complete, accurate, realistically attainable and relevant to the incident objectives 	E, F, I		
31. Participate in the planning process: <ul style="list-style-type: none"> ● Prepare for and participate in planning meetings ● Assist in the development of plans, as necessary: <ul style="list-style-type: none"> ○ Tactical ○ Long-range ○ Strategic ○ Contingency ○ Demobilization ○ Continuity of Operations Plan (COOP) 	E, F, I		
32. Review, validate and modify plans: <ul style="list-style-type: none"> ● Analyze alternate strategies and explain decisions ● Validate or revise section objectives ● Review information covering health and safety principles, known hazards and importance of all periods ● Validate section organizational structure ● Validate section resource assignments ● Review reserve resources ● Evaluate immediate support needs ● Review operational planning worksheet ● Review medical plan ● Review traffic plan ● Validate Incident Action Plan (IAP) ● Review radio communications plan 	E, F, I		

4c. Behavior: Coordinate with all appropriate personnel and stakeholders

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
33. Establish effective relationships and coordinate with incident personnel: <ul style="list-style-type: none"> • IMT personnel • Other supporting personnel 	E, F, I		
34. Establish effective relationships with stakeholders and partners in the impacted jurisdiction(s).	E, F, I		

4d. Behavior: Apply agency policy, contracts and agreements

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
35. Complete all work according to organization/agency direction, policy and incident objectives: <ul style="list-style-type: none"> • Ensure that personnel complete all documentation requirements according to organization/agency direction, policy and incident objectives 	E, F, I		
36. Demonstrate knowledge of and apply relevant legal, regulatory and fiscal constraints.	E, F, I		
37. Ensure that resource release priorities address contractual requirements: <ul style="list-style-type: none"> • Coordinate with Finance/Administration Section 	E, F, I		
38. Identify and request agreements as necessary: <ul style="list-style-type: none"> • Coordinate with Finance/Administration Section 	E, F, I		
39. Provide guidance on logistical regulations and policy concerns.	E, F, I		

4e. Behavior: Make appropriate decisions based on evaluation of gathered information, risks and incident situation and use information to produce outputs and modify approach

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
40. Evaluate special conditions, existing or predicted, that require technical expertise, including: <ul style="list-style-type: none"> • Hazards • Reconnaissance • Objectives • Access/egress • Values to be protected • Evacuation/sheltering potential • Communications • Organizational structure • Tactical coordination • Weather and topography • Responder fatigue • Logistical considerations • Jurisdictional responsibilities • Span of control 	E, F, I		
41. Recommend solutions for all resource challenges.	E, F, I		

4f. Behavior: Ensure documentation is complete

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
42. Assemble and submit relevant logistics documents to the Documentation Unit for final incident package: <ul style="list-style-type: none"> • Waybills • Invoices • Shift tickets • Resource requests 	E, F, I		
43. Fulfill Incident Commander and incident command staff requests related to existing logistics resources: <ul style="list-style-type: none"> • Complete resource ordering forms • Operate state and local emergency management system • Complete checks on resource request forms • Provide a detailed situation report 	E, F, I		
44. Maintain and collect personal records related to incident: <ul style="list-style-type: none"> • Time sheets • Rental records • Accident forms • Property records <ul style="list-style-type: none"> ○ Equipment time records ○ Receipts 	E, F, I		
45. Maintain and submit incident records for events, personnel, equipment, supplies and other data for incident management needs: <ul style="list-style-type: none"> • Property loss/damage reports • Agency-required incident reports • Activity log • Changes in strategy and tactics 	E, F, I		
46. Review documents for accuracy, timeliness and appropriate distribution.	E, F, I		

4g. Behavior: Establish work assignments and performance expectations, monitor performance and provide feedback

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
47. Supervise or ensure completion of the duties of, a Communications Unit Leader: <ul style="list-style-type: none"> • Provide for maintenance and repair of field Information Technology (IT) and communications equipment • Provide for distribution and recovery of communications equipment assigned to incident personnel • Contribute to the development of a communications plan within the IAP • Complete all necessary forms and documents 	E, F, I		
48. Supervise or ensure completion of the duties of, a Facilities Unit Leader: <ul style="list-style-type: none"> • Set up, maintain and demobilize all facilities used in support of incident operations • Provide facility maintenance and law enforcement/security services necessary for incident support • Complete all necessary forms and documents 	E, F, I		

49. Supervise or ensure completion of the duties of, a Food Unit Leader: <ul style="list-style-type: none"> ● Supply food for all incident personnel, including those in remote locations ● Determine the food and hydration needs of incident personnel ● Plan menus, order food, provide cooking facilities, maintain food service areas and manage food security and safety ● Complete all necessary forms and documents 	E, F, I		
50. Supervise or ensure completion of the duties of, a Ground Support Unit Leader: <ul style="list-style-type: none"> ● Provide ground transportation in support of incident operations ● Maintain and repair vehicles ● Perform pre- and post-use vehicle inspections ● Supply fuel ● Develop and implement the incident traffic plan ● Complete all necessary forms and documents 	E, F, I		
51. Supervise or ensure completion of the duties of, a Medical Unit Leader: <ul style="list-style-type: none"> ● Develop and maintain the medical plan ● Obtain medical aid and transportation for injured and ill incident personnel ● Coordinate with Communications Unit Leader to obtain medical response radio frequencies, including medevac ● Establish responder rehabilitation procedures ● Supervise medical staff in providing pre-hospital and acute medical care ● Complete all necessary forms and documents 	E, F, I		
52. Supervise or ensure completion of the duties of, a Supply Unit Leader: <ul style="list-style-type: none"> ● Order personnel, equipment and supplies ● Receive, distribute and store all incident supplies ● Maintain an inventory of supplies ● Service nonexpendable supplies and equipment ● Complete all necessary forms and documents 	E, F, I		

4h. Behavior: Coordinate logistics activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
53. Coordinate and oversee the delivery and build-out of incident facilities.	E, F, I		
54. Coordinate logistics support activities with state and local governments, other federal agencies, the private sector and volunteer organizations: <ul style="list-style-type: none"> ● Law enforcement ● Fire and emergency medical services (EMS) ● Health department(s) 	E, F, I		
55. Coordinate the necessary procurement actions to support response requirements—a core function of the section.	E, F, I		
56. Ensure the establishment of facilities and support services for disaster responders, as necessary.	E, F, I		
57. Ensure the establishment of staging areas as necessary to support the incident.	E, F, I		

58. Request, set up and validate ordering processes and agency ordering point, as appropriate, to support incident response.	E, F, I		
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5. Competency: Prepare for demobilization/transfer

Description: Demobilize position and transfer position duties.

5a. Behavior: Transfer position duties while ensuring continuity

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
59. Complete all necessary reports and narratives following common standards before turnover: <ul style="list-style-type: none"> ● Activity log ● Shift change ● End of operational period ● Reassignment ● Deactivation/demobilization 	E, F, I		
60. Complete the process for demobilizing position responsibilities: <ul style="list-style-type: none"> ● Brief and provide complete and accurate records to relief personnel ● Discuss equipment release considerations ● Provide information to supervisor to assist with decisions on release priorities ● Coordinate with appropriate partners regarding demobilization procedures ● Brief personnel on demobilization responsibilities ● Ensure personnel demobilize in a timely and complete manner ● Emphasize safety and accountability during this phase of operations 	C, E, F, I, J, T		
61. Coordinate an efficient transfer of position duties when deactivating or demobilizing resources: <ul style="list-style-type: none"> ● Inform assigned personnel ● Notify incoming personnel when and where transition of positions will occur ● Conduct transition effectively ● Document follow-up action and submit to agency representative 	E, F, I		
62. Participate in transition or incident closeout: <ul style="list-style-type: none"> ● Conduct debriefings with agency administrator(s) as requested ● Close out incident as appropriate for the AHJ 	E, F, I		

5b. Behavior: Plan for demobilization and ensure staff follow demobilization process

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
63. Participate in the development, approval and implementation of the demobilization plan: <ul style="list-style-type: none"> ● Coordinate with appropriate partners regarding demobilization procedures ● Coordinate needs and responsibilities 	E, F, I		